ABSENTEE PROCESS

WV Office of the Secretary of State

Nathan Martin

Elections Division



Absentee Ballots – Calendar June 7, 2022 Election

Jan 1 – June 1	First day to receive absentee ballot applications from all voters	
March 28	Deadline to estimate the number of absentee ballots needed	
April 22	Absentee ballots must be delivered to the recorder	
April 22-June 1	Mail absentee ballots with instructional material to voters whose applications have been received. For apps received on June 1, send ballots on June 2.	
June 1	Deadline for absentee by mail application	
June 6	Deadline to hand-deliver absentee ballots	
May 31-June 7	Receive emergency absentee ballot application (request can be no later than noon Election Day)	
June 7	Election Day	
June 8	Absentee ballot without postmark accepted	
June 13 (Canvass)	Absentee ballots postmarked by Election Day accepted if received by start of canvass	

Absentee Ballots – Calendar June 14, 2022 Election

Jan 1 – June 8	First day to receive absentee ballot applications from all voters	
April 4	Deadline to estimate the number of absentee ballots needed	
April 29	Absentee ballots must be delivered to the recorder	
April 29 – June 8	Mail absentee ballots with instructional material to voters whose applications have been received. Apps received on June 8, send ballots on June 9.	
June 8	Deadline for absentee by mail application	
June 13	Deadline to hand-deliver absentee ballots	
June 7 – June 14	Receive emergency absentee ballot application (request can be no later than noon Election Day)	
June 14	Primary Election Day	
June 15	Absentee ballot without postmark accepted	
June 21(Canvass)	Absentee ballots postmarked by Election Day accepted if received by start of canvass	

Who can apply for an absentee ballot?

WV Code 3-3-1

Individuals not able to vote in person during early voting or on Election Day due to...

- Personal or business travel
- Attendance at college or other place of education or training
- •Injury or illness that keeps one confined
- Disability
- •Incarceration (except for individuals convicted of any felony, treason, or election bribery
- Authorized late registrants

- UOCAVA status (military and overseas voters)
- Work hours and distance
- Participation in the AddressConfidentiality Program
- Temporary residence outside of the county
- Inaccessible early voting site and polling place



Absentee Voters

- 1. Regular absentee by mail: applications accepted starting January 1 until 6 days before the election
- 2. Special absentee voting list: participants in ACP or voters with permanent disability
- 3. Military and overseas: applications accepted starting January 1 of the election year and are valid for all elections in that year contact your county clerk to check for military and overseas voters applying for this election year
- **4. Emergency Absentee**: applications are accepted no earlier than the seventh day before the election and no later than noon Election Day



West Virginia Absentee Ballot Application

Instructions: Eligible voters may apply for an absentee ballot beginning January 1° or 84 days before the election, whichever is earlier. Voters may apply for the November 8, 2022 Statewide General Election beginning August 16, 2022. Voters must apply separately for each election. Voters must fill out this application in their own handwriting, unless eligible for an electronic absentee or receiving assistance. Complete the steps below, then mail, fax, or e-mail your application to your County Clerk. He or she must receive your application by the sixth day before the election. Visit GoVoteWV.com for contact information. Military and oversees voter should apply using the Federal Postcard Application.

1	Print your name	Last	Fi	st	Midd	le	Suffix	
_	Your current WV	Street (not P.O. Box)				County:		
2	residence address and date of birth	City			Code		//	
_	Where should we	Address				Phone		
3	mail your ballot?	City			ode			
	A. Lam applying for a pa	per ballot by ma				r on Election Day due t		
			on which keeps me co					
	☐Immobility due to	advanced age or	a physical disability.					
						lony, of treason or of statement on Page 2		
		☐ Employment which	h because of hor	irs worked and distan	ce from the county se	at makes voting in pe	rson impossible.	
		☐ I am a participant your application to t			(ACP) with the Office	e of the Secretary of S	tate. If selected, send	
	Eligibility:	☐ The county absent	tee voting office	and my polling place	are inaccessible to me	due to my physical d	isability.	
4	Choose one from	☐ Personal business	or travel. <u>If sele</u> s	ted, your ballot must	be mailed outside of	your county of reside	nce.	
	section A <u>or</u> B	☐ Attendance at coll your county of reside		or other place of educ	ation or training. <u>If se</u>	lected, your ballot mu	st be mailed outside of	
				contradica to consider	e an elected or appel	inted federal or state i	officer. If selected, your	
				county of residence.	n an elected or appor	mied rederal or state i	omcer. ir serecsed, your	
					rary assignment by m	y employer for a spec	fic period of four years	
		or less. If selected, y	our ballet must b	e mailed outside of y	our county of residens	oe.		
		B. I am applying for an electronic absentee ballot due to:						
		☐ A physical disabilit	ty that prevents	me from voting in per	son and from voting a	paper ballot without	assistance.	
		If selected, enter y						
		Election (choose one):				e in a Primary Election	n?	
		☐Federal/State/County ☐City/Town (if separate	(choose <u>one)</u>	I'm registered as: Democrat 3	Ballot you will recei	ive:		
		from county election,	□General	Republican 7				
5	Ballot Information	submit to your city/town	☐Special		•	untain (Jefferson/Ham	ison/Taylor Counties only	
		clerk or recorder)		Libertarian 7	Non-Partisan (the Li	bertarian party nomi:	nates by convention)	
				None of the above 7	Non-Partisan or req	uest a party ballot he	re:	
					□Democrat □Re	publican Mounta	in	
		I do hereby certify the in am qualified and register false statement on this a	ed to vote in thi	county. I understan	f that I must vote in p	person if I can. Lunde	rstand that making a	
_	Bederston	assistance with my ballot number 7 of this form.						
6 Declaration	Declaration		(if mark, witness	must sign) X			Date:	
		Signature of witness to vo	oter's mark (if ne				Date:	
		-	,	eceu)			Date:	
7	Outh of Voter's Assistant (if	Reason for assistance (if r I, a person giving assistan in any manner request, p voter's choice; and I will the name of any candida	needed): nee to the voter ersuade or indu not keep or mak te or issue votec	above and signing be te the voter I am assi e any memorandum for by the voter or w	ating into voting for so or entry of anything,	omeone other than t directly or indirectly,	of law, that: I will not be candidate of the nor reveal to any perso	
7		Reason for assistance (if r I, a person giving assistan in any manner request, p voter's choice; and I will	needed): nee to the voter ersuade or indu not keep or mak te or issue votec ne matter in a ju	above and signing be te the voter I am assi e any memorandum for by the voter or w	ating into voting for so or entry of anything,	omeone other than t directly or indirectly,	of law, that: I will not he candidate of the nor reveal to any perso	

Voter's Change of Name/Address If you changed your name and/or address and have not updated your voter registration, please make sure you have entered

your new name and/or address on page 1, then enter your previous name and/or address below.

Previous name:

Last First Middle Suffix

Previous address:

Street (not P.O. Box) County:

City State Zip Code

Statement of Sheriff, Chief of Police or Authorized Deputy

(To be completed for applicants voting absentee because of incarceration or detention)

I, hereby declare that the applicant whose signature appears on this

application will be confined in the county or city jail or other detention facility or home confinement on the ______ day

Name of Detention Facility ______ City/County _____

, 20_____, the date of the election, and is not under conviction of treason, bribery in an election, or felony.



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www.wvsos.gov

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Military and Overseas Voters

WV Code 3-3-5(b)(1), 3-2-5(a)(2), 3-3-5b

- Military and overseas voters may submit the WV Absentee Ballot application or the Federal Post Card Application (FPCA)
- Military and overseas voters may choose to have their ballot mailed, faxed, e-mailed
- Visit <u>www.fvap.gov</u> for information needed to assist individuals covered by The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)





Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

This form is for absent Uniformed Service members, their families, and citizens residing outside the United States. It is used to register to vote, request an absentee ballot, and update your contact information. See your state's instructions at FVAP.gov.

rederal Post Card Application (FPCA)		See your state's instructions at FVAP.gov.		
	black ink, please see back for instructions.			
1. Who are you? Pick				
I request an absentee ballot for all elections in which I am eligible to vote AND:	I am on active duty in the Uniformed Se I am a U.S. citizen living outside the cou I am a U.S. citizen living outside the cou I am a U.S. citizen living outside the cou	untry, and I intend to return. untry, and my intent to return is uncert	ain.	
Last name		Suffix (Jr., II)		Sex Female
First name		Previous names (if applicable)		- Pidic
Middle name		Birth date (MM/DD/YYYY)	/	/
Social Security Number		Driver's license or State ID #	,	
2. What is your addre	ess in the U.S. state or territory where	you are registering to vote and rec	uesting an a	absentee ballot?
<u> </u>	III not be sent to this address. See instruction			
Street address		Apt #		
City, town, village		State		
County		ZIP		
3. Where are you not	w? You MUST give your CURRENT addr	ress to receive your voting materia	ls.	
Your mailing address. (I		Your mail forwarding address. (If di		nailing address)
	act information? This is so election office e and area code with your phone and fax nu			l) number.
Email:		Phone:		
Alternate email:		Fax:		
	ferences for upcoming elections?			
 A. How do you want to re voting materials from you 		B. What is your political party for primary elections?		
election office? (Select Or		for primary elections:		
	formation must you provide? nt require more information, see back for ins	structions Additional state instructions	may be found	at EVAP gov. You
	to clarify your voter information.	structions. Additional state instructions	may be round	acrww.gov. rou
7. You must read and	I sign this statement.			
I swear or affirm, und	I sign this statement. Jer penalty of perjury, that:			
I swear or affirm, und The information on this	der penalty of perjury, that: form is true, accurate, and complete to the be		material missta	etement of fact in
I swear or affirm, und The information on this completion of this docu I am a U.S. citizen, at le	der penalty of perjury, that:	perjury. e election), eligible to vote in the requeste	ed jurisdiction,	and
I swear or affirm, und The information on this completion of this docu I am a U.S. citizen, at le I am not disqualified to incompetent; or if so, n	der penalty of perjury, that: form is true, accurate, and complete to the be ment may constitute grounds for conviction of east 18 years of age (or will be by the day of the	perjury. e election), eligible to vote in the requeste or other disqualifying offense, nor have I	ed jurisdiction, been adjudicat	and ed mentally

You can vote wherever you are.

1. Fill out your form completely and accurately.

- Your U.S. address is used to determine where you are eligible to vote absentee. For military voters, it is usually your last address in your state of legal residence. For overseas citizens, it is usually the last place you lived before moving overseas. You do not need to have any current ties with this address. DO NOT write a PO Box # in section 2.
- Most states allow you to provide a Driver's License number or the last 4 digits of your SSN. Some states require a full SSN. See your state's quidelines at FVAP.qov.
- If you cannot receive mail at your mailing address, please specify a mail forwarding address.
- Most states require you to specify a political party to vote in primary elections. This information may be used to register you with a party.
- Section 6 Requirements: If your voting residence is Vermont, you
 must acknowledge the following by writing in section 6: "I swear or
 affirm that I have taken the Vermont Voter's Oath." If your voting
 residence is in Puerto Rico, you must list your mother's and father's
 first name.
- We recommend that you complete and submit this form every year while you are an absentee voter.

2. Remember to sign this form!

(Your name and mailing address)

International airma

- Remove the adhesive liner from the top and sides. Fold and seal tightly. If you printed out the form yourself you can fold the form and seal it in an envelope.
 - · You can find the address for your election office at FVAP.gov.
 - All states accept this form by mail, but they vary on email and fax.
 See your state's rules in the Voting Assistance Guide at FVAP.gov.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Dr., East Tower, Suite 03F09, Alexandria, VA 22350-3100. [OMB Control #0704-05031. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number DO NOT RETURN YOUR FORM TO THE ADDRESS.

Privacy Advisory

When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended.

Questions? Email vote@fvap.gov

U.S. Postage Paid 39 USC 3406

PAR AVION

	* Authorized By the U.	o. Postalia
OFFICIAL ABSENTEE	BALLOTING MATERIAL - FIRST CLASS	MAII
NO POSTAGE N	IECESSARY IN THE U.S. MAIL - DMM 703.8.0	
ill in the address of you e address can be found		
	101 100 111	



Estimating the number of absentee ballots needed WV Code 3-3-11(a)

- WV Code does not prescribe the number of ballots required for Early Voting and absentee voting
- The number of absentee and Early Voting ballots should be calculated separately from regular ballots for election day
- The recorder (or official designated to supervise and conduct absentee voting) estimates the number of absentee ballots needed at least 70 days before the election
- Absentee ballots must be delivered to the recorder 46 days before the election
- All absentee balloting materials, such as forms and envelopes, should be ordered early in the year



Mailing Absentee Ballots

WV Code 3-3-1 & 3-3-5

- The recorder begins mailing absentee ballots 46 days before the election up to, and including, the 6th day before the election
- Once absentee ballots are available, they must be mailed within one day of receiving a completed application
- All absentee voters must receive their ballots by mail except for military and overseas voters and voters with a physical disability that prevents them from voting in person and from voting a paper ballot without assistance



Mailing Absentee Ballots

WV Code 3-3-5

When the recorder determines that an absentee ballot application is complete, and the voter meets the requirements for voting, he or she mails...

- ✓ The official ballot
 - ✓ Two registered voters of opposite political parties sign the back of the official ballot
- ✓ Envelopes:
 - "Absent Voter's Ballot Envelope No. 1" to contain the voted ballot
 - "Absent Voter's Ballot Envelope No. 2" to contain Envelope No. 1 and the voter's information
- ✓ Instructions for voting absentee by mail
- ✓ Notice that a list of write-in candidates is available upon request
- ✓ Any other supplies required for voting in the particular voting system.



Transmitting Absentee Ballots to Military and Overseas Voters WV Code 3-3-5

- Depending on the voter's preference, the recorder mails, faxes, or emails...
 - ✓ The official ballot
 - ✓ Email, fax, and mail return instructions
 - ✓ Return Envelope
 - ✓ Security Envelope
 - ✓ Oath of Voter
 - ✓ Electronic Transmission Coversheet



Absentee Ballot Return Deadlines

WV Code 3-3-5

Hand-delivered (a person can deliver no more than two absentee ballots)	The day before the election
By mail, email, or fax	The close of polls on election day
By mail without postmark	The day after the election
By mail postmarked with a date on or before the date of the election	The start of canvass
Military and overseas absentee ballots regardless of postmark	The start of canvass



Emergency Absentee Voting

WV Code 3-3-1(c) & 3-3-5c

- Who is eligible?
 - A voter in the hospital on Election Day
 - Depending on city policy, a voter who has resided in a nursing home within the county for less than 30 days
 - A voter who becomes confined, on or after the seventh day preceding an election, to a specific location within the county because of illness, injury, physical disability, immobility due to advance age or other medical reason





Emergency Absentee Voting Cont.

WV Code 3-3-5c

- A city may extend emergency absentee voting to nursing homes within the county and/or hospitals in surrounding counties within 35 miles
- On or before the 56 days preceding the election the recorder (or person designated to supervise and conduct absentee voting) notifies the city council how many teams of emergency absentee ballot commissioners he or she finds necessary
- The city council appoints at least one team of emergency absentee ballot commissioners (two people of opposite political parties) at least 49 days before the election
- The emergency absentee ballot commissioners must be available the day before and the day of the election
- If the voter is assisted in voting his or her ballot, follow procedures for assisting voters as provided in WV Code 3-1-34(5)



STATE OF WEST VIRGINIA Precinct# Application for Voting an Emergency Absent Voter's Ballot According to the Provision of W.Va. Code §3-3-5c Residence Address: County of Residence: Date of Birth: Political Party Affiliation: Reason for Requesting an Emergency Absentee Ballot: (check one box) A. I am confined in a hospital or other health carefacility within mycounty of residence or other authorized area on election day; Name of Attending Physician: Physical Address of Place of Confinement: Reason for Confinement: B. I have resided for less than 30 days in a nursing home within my county of residence and am unable to vote in person (provided the county commission has adopted a policy extending emergency absentee voting procedures to such situation). C. I have become confined, on or after the seventh day preceding an election, to a specific location within the county because of illness, injury, physical disability, immobility due to advanced age, or another medical reason (provided the county commission has adopted a policy extending emergency absentee voting procedures to such situation; if required by county policy, a licensed physician, physician's assistant, or advanced practice registered nurse must sign to confirm you meet this criteria on page 2 of this form). D. I am working as a replacement poll worker and I am assigned to a precinct out of my voting district, and the assignment was made after the period for early voting in person. Knowing that I can be fined up to \$1000 or imprisoned in the county jail for up to one year or both such fine and imprisonment for knowingly making a false statement or representation herein, as provided in Section three, Article nine. Chapter three of the Code of West Virginia, I do hereby certify that the statements and declarations contained in this application are true and correct to the best of my knowledge and belief. Signature/Mark of Voter (if mark, witness must sign this form) Signature of witness to voter's mark (if needed) Reason for assistance, if needed Oath of Voter's Assistant: I, a person giving assistance to a voter and signing below, hereby swear or affirm that: I will not in any manner request, persuade or induce the voter I am assisting into voting for someone other than the candidate of the voter's choice; and I will not keep or make any memorandum or entry of anything, directly or indirectly, nor reveal to any person the name of any candidate or issue voted for by the voter or which ticket he or she voted except when required pursuant to law to give testimony as to the matter in a judicial proceeding. Signature of person assisting voter

A4 Emergency Absentee Ballot Request Application (Page 1) Issued by the Office of the Secretary of State Revised 6/20

CONFIRMATION OF ELIGIBILITY

If required by county policy, voters who apply to vote emergency absentee due to confinement to a specific location (option C on page 1) must submit the confirmation below from a licensed physician, physician's assistant, or advanced practice registered nurse complete the confirmation below. (W. Va. Code §3-3-1)

lame:	
am a:	
■ Physician	
■ Physician's assistant	
■ Advanced Practice Registered Nurse	
hereby confirm thatName of Voter	has become confined, on or after the
eventh day preceding an election, to a specific location v	within the county because of:
□ filness	
☐ Injury	
■ Physical disability	
■ Immobility due to advanced age	
 Other medical reason 	

A4 Emergency Absentee Ballot Request Application (Page 2) Issued by the Office of the Secretary of State

Revised 6/20



DECLARATION OF EMERGENCY ABSENTEE BALLOT COMMISSIONERS WV Code §3-3-5c(f)			
We,	and	, hereby declare that we are	the
dulyappointed emergency absent voter's ballot of	ommissioner	; that we received this application at	on
the, day of,		nd have met the applicant, whose name appears on	the
application (page 1), athis/her place of confinen	nent on the	day of	the
date of the election.			
We have determined that the applicant	has been con	fined sincebecause of	
Reason fo	Voting Emer	ency Absentee Ballot	
Emergency Absentee Ballot Commissioner's sig	nature	Emergency Absentee Ballot Commissioner's signal	ture
Date		Date	
		er must complete page 1, the ency Absent Voter's Ballot.")	
		absente e ballot is not permitted to ection Day. (WV Code §3-3-9)	



Keeping Record

WV Code 3-1-21, 3-1-43, 3-3-5, 3-3-11, 3-6-9

- Absentee ballots and Early Voting ballots should be tracked separately
- In addition, ballots transmitted by email or fax should be tracked
- The recorder provides a list in each precinct box which includes the names of voters who voted at Early Voting and those to whom an absentee ballot was transmitted
- Unused and spoiled ballots, applications, rejected ballots, ballots received after the deadline, and voted ballots must be preserved for twenty-two months following the election

Early Voting Period

WV Code 3-3-3

- Early Voting begins the 13th day before the election and ends the 3rd day before the election, including Saturdays falling in that period
- It is conducted during regular business hours and from 9 AM to 5 PM on Saturdays

Early Voting at the City Hall

WV Code 3-3-2a

- There must be at least two representatives of the recorder to assist with Early Voting; they must be of opposite political parties
 - Full-time employees
 - Temporary employees hired for Early Voting
 - Volunteers
- No person may do any electioneering on the property of the city hall during Early Voting

Early Voting Procedures

WV Code 3-3-3

- Like Election Day, the voter states his or her name and residence to the representative and signs the poll book
- The two representatives will sign the places indicated on the back of the official ballot and provide it to the voter
- If they determine a voter is not properly registered, the voter must vote a provisional ballot, which should not be signed (provisional ballot procedures are provided in WV Code 3-1-41)
- After the voter has voted the ballot, the representatives...
 - Remove the ballot stub
 - Place ballots into one envelope which shall not have any marks except the precinct number
 - Place those envelopes into a ballot box that is secured by two locks (the key to one lock is kept by the president of the city council and the key to the other lock is kept by the recorder)

Processing Absentee and Early Voting Ballots

- Absentee and Early Voting ballots are processed at the close of the polls on Election Day
- Paper ballots are processed at the polling place; they are to be sealed in envelopes and included in the precinct supplies for the polling place
- Ballots cast using electronic voting systems are processed at the central counting center

